

Governor's Commission on Community and Volunteer Service

Executive Committee Meeting Minutes

Thursday April 18, 2019

Smyrna Rest Area and Information Center

5500 Dupont Pkwy - Smyrna, DE

9:00 am – 10:30 am

ATTENDEES

Commissioners Present: Paul Calistro, Sharon Morgan, Margarita Rodrigues-Duffy, Enid Wallace-Simms, Gary Pippin.

SOV Staff Present: Renée Beaman, Cynthia Manlove, Kanani Munford, Charles Harris, Tara Wiggins, Patty Courtney.

NOTE TAKER

Patty Courtney

BUSINESS MEETING – CALL TO ORDER

The Chair of the Commission called the business meeting to order at 9:04 am.

PUBLIC COMMENT – None

AGENDA ADJUSTMENTS –

Commission Vice Chair Rodriguez-Duffy requested that the Volunteer Delaware report, item 7 on the agenda, be moved up to item five due to another meeting she needed to attend later that morning.

CHAIRMAN'S UPDATE

Commission Chair Calistro reported that there were no pressing issues at this time, except for the date and time change of the Full Commission Meeting in May.

The meeting changed from:

May 16, 2016 from 9:00AM – 11:00 AM

Smyrna Rest Area and Information Center

5500 Dupont Pkwy - Smyrna, DE

To:

May 14, from 2:30 PM – 4:30 PM

Polytech H.S Adult Education Center

823 Walnut Shade Rd.

Woodside, DE 19980

EXECUTIVE DIRECTOR'S REPORT

Executive Director Munford shared that the Governor's Youth Awards planning is underway. She thanked Volunteer Delaware Program Manager, April Willey, and Volunteer Services Coordinator, Tina Gary for their diligent work so far. Forty three nominations have been received. Commission Vice Chair Rodriguez Duffy will be part of the review/selection process.

In June, AmeriCorps staff will be traveling to Pittsburgh for the American Service Commission's annual Regional Conference. Commissioner Hilda Adams will be joining them as well.

Volunteer Delaware's annual Volunteer Conference will take place on August 8, 2019 in Sussex County at the Del Tech campus in Georgetown. The conference has been expanded and revamped since last year, and should be very exciting.

The State Office of Volunteerism just learned that Chester Spellman, the National Director of AmeriCorps be visiting. He will conduct several sub grantee site visits on May 1st. On May 2nd we will host a luncheon and round table discussion at the Charles Debnam Building in New Castle. This will be an opportunity for Mr. Spellman to engage with Commissioners and meet our Division Leadership.

COMMISSION REPORTS

Delaware Volunteerism:

Commissioner Rodriguez-Duffy reported that she and Commissioner Lossie Freeman have continued to meet with Volunteer Delaware Program Manager, April Willey, and have been making recommendations about the web site. They are working on a mock up version to highlight the proposed changes and functionality. Commissioner Rodriguez-Duffy is working on a proposal to provide a Volunteer Concierge Service to businesses and corporations.

Work has begun on the Volunteer Delaware Conference planning. She asked Executive Director Munford that once details emerge, please let her know how the SOV would like her and others to help. She stressed the importance of involving other people outside of the SOV and the Commission. We should be reaching out to find out what corporations want from us.

National Service

Commissioner Sharon Morgan gave an update on AmeriCorps programs. The Operating Grant programs Immanuel Shelter, Delaware Hospice and Ministry of Caring are experiencing staff changes and transitions. Summer Learning Collab, and TeenSHARP have new Executive Directors. The Planning Grant programs are behind in their monthly invoicing, but are making progress managing the AmeriCorps reporting system.

She discussed the need for Commissioners to volunteer in the next two weeks to review competitive grants for two programs. The Commissioners that volunteer must attend Grant Review Training. The applications will be received for review on or about June 13 and will be voted upon at the June 20 Executive Committee meeting.

Commissioner Morgan also suggested that all Commissioners attend training for grant review.

TREASURER REPORT

Commission Treasurer Gary Pippin gave the financial report. He stated that the report is self-explanatory, but there is a section titled: Budget Contractual: Other funds. This item has \$54,066.00 in it. He asked what the "other funds" are.

AmeriCorps Program Director Charles Harris answered that that number includes the budget for the Adult Awards, the donation account and In-kind.

Commission Chair Calistro suggested that there be a narrative in the financial report that tells us what we have budgeted for up to this point and what our actual spent is. We would then be able to see if we are over or under spending on a monthly basis.

NEW BUSINESS

AmeriCorps Program Director Charles Harris made a recommendation for the full Commission to consider that no formula grant recipient would receive beyond 40% of our total grant funds.

Commission Chair Paul Calistro recommended that in the event that a formula grant applicant requests

over 40% of the total grant funds available, and their request has been recommended by the Commission to CNCS, then a second level of approval will be required. Executive Director Kanani Munford stated that the recommendation will be written up and voted upon at the May full Commission meeting.

In order to maintain transparency, Commission Chair Paul Calistro reported that the Senior Department Heads at the West End Neighborhood House, where he is Executive Director, are considering applying for an AmeriCorps Technical Assistance Grant. Therefore, as not to have anything appear to give them a competitive advantage by him being present in the room, he requested that the Commissioners and staff let him know if they will be discussing it so that he can recuse himself from the room. He has also requested this of the staff at the West End Neighborhood House.

ADJOURN

Meeting was adjourned at 10:17.